How to Complete a Program Report in Egrants

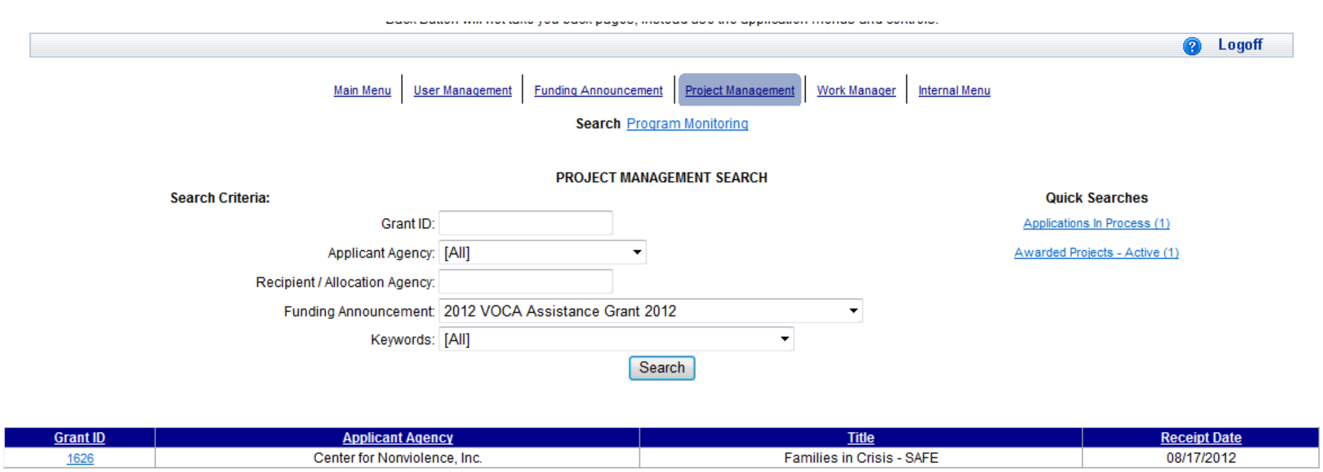
This document will walk you through how to complete a Program Report (formerly Performance Report) within the Egrant System.

Why complete the Program Reports?

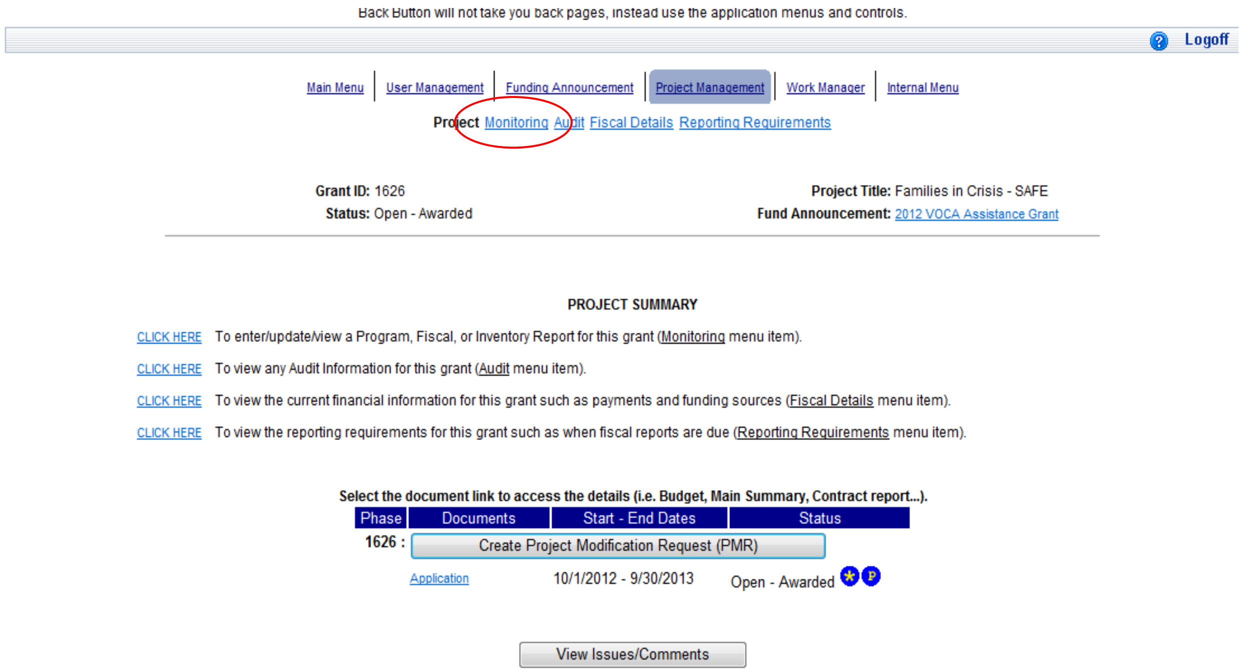
1. Your chance to communicate to us about your program.
2. ICJI can monitor your grant activities and ensure program is meeting goals.
3. ICJI must report to the Indiana Office of Management & Budget and to the federal Office for Victims of Crime on the effectiveness of our sub-grantee programs and the number of victims served and types of services provided.

- After logging into Egrants, you will come to this screen.

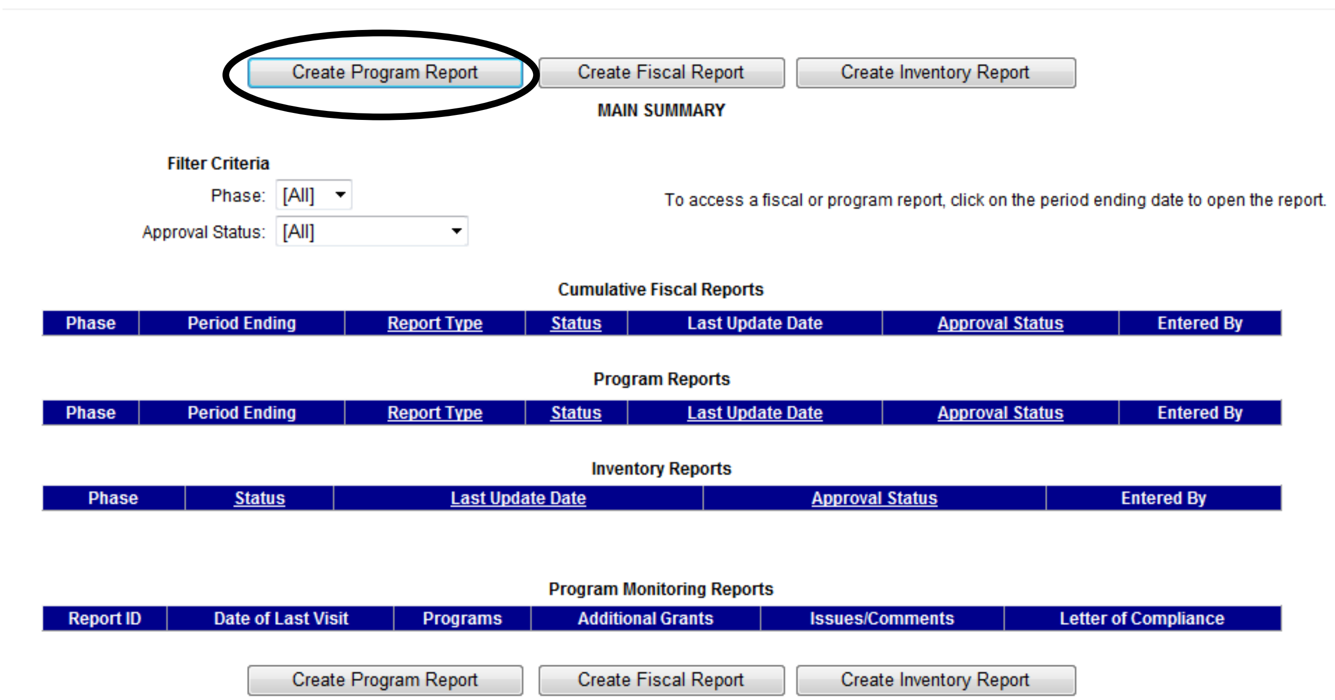
- Click on the top "click here" to enter your grant ID number and hit search
  - Scroll down a little and select your Grant ID number in blue
    (Below is what you will see)



- Select the monitoring tab at the top

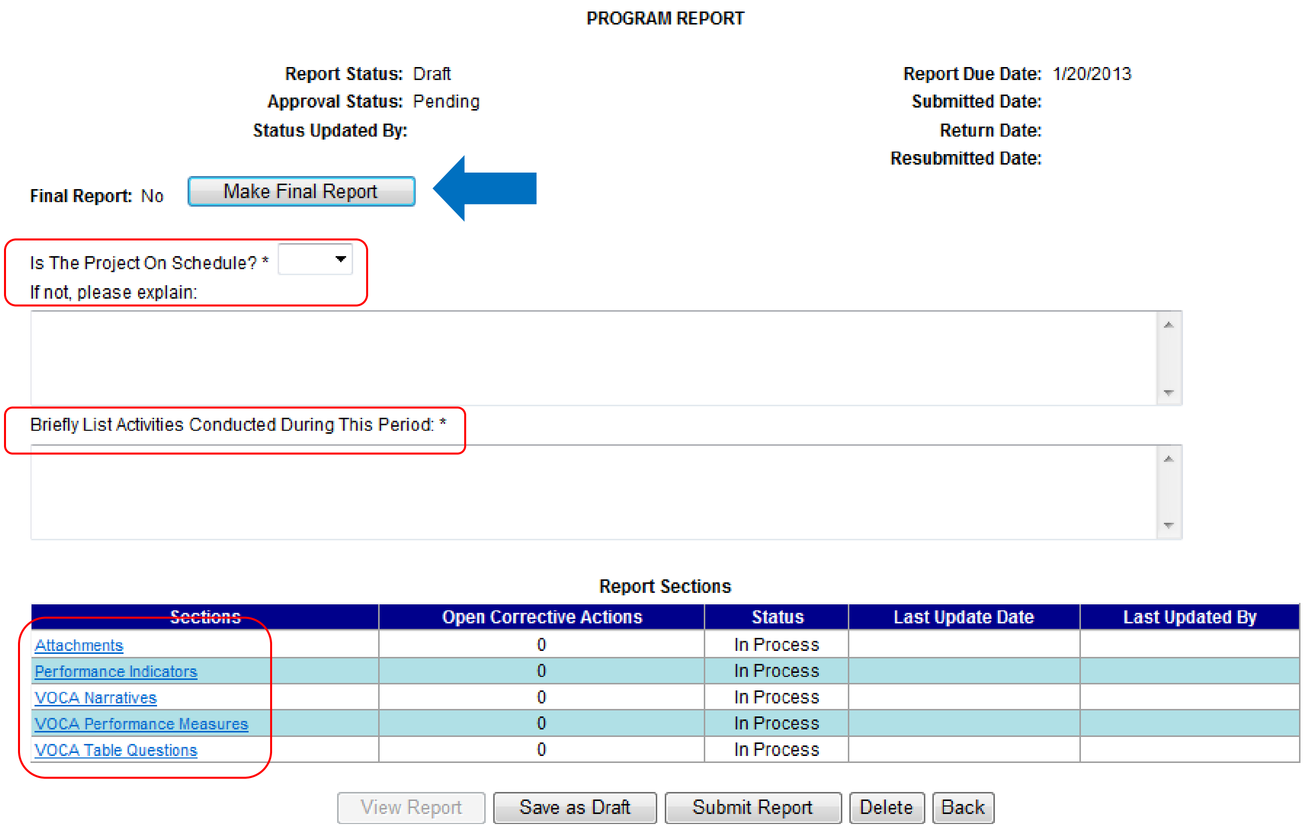


- From this screen below, you will select Create Program Report.



NOTE: Program Reports will be submitted at the end of each quarter.

A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Program Report must be based solely on VOCA projects. **Do not** report on the entire program agency or on non-VOCA supported victim activities and services. This report must be completed and submitted before funds can be released.



PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/20/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No Make Final Report

Is The Project On Schedule? *
If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

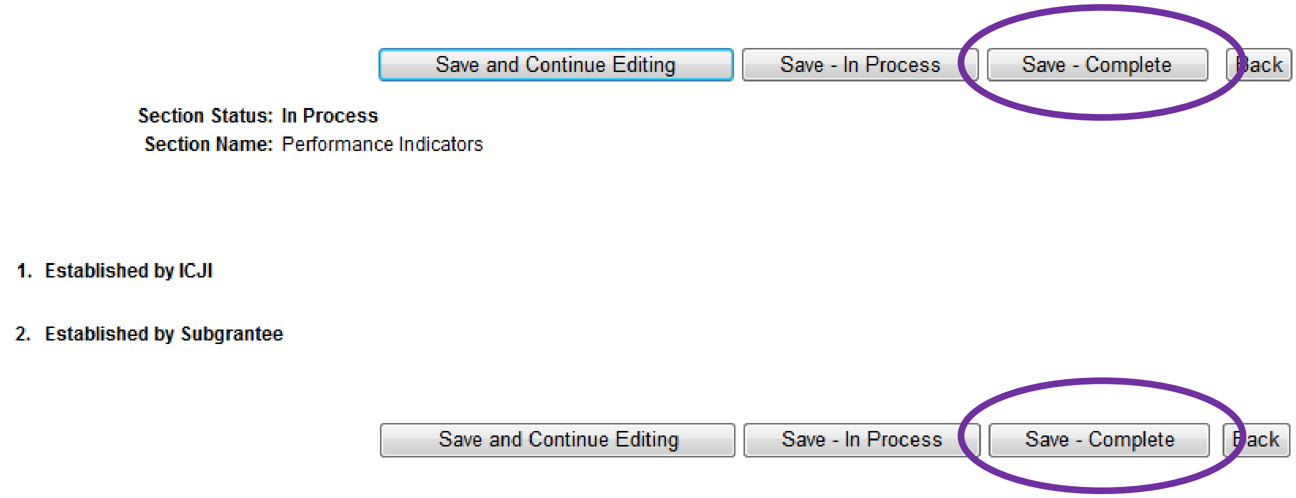
Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		
VOCA Narratives	0	In Process		
VOCA Performance Measures	0	In Process		
VOCA Table Questions	0	In Process		

View Report Save as Draft Submit Report Delete Back

- The image above is the screen you will see once you click "Create Program Report".
- After you have provided responses to the questions on this first screen, you can now access the Report Sections listed on the screen.
- **NOTE:** Do not click the "Make Final Report" button until the end of the project.

How to complete the Performance Indicators Section:

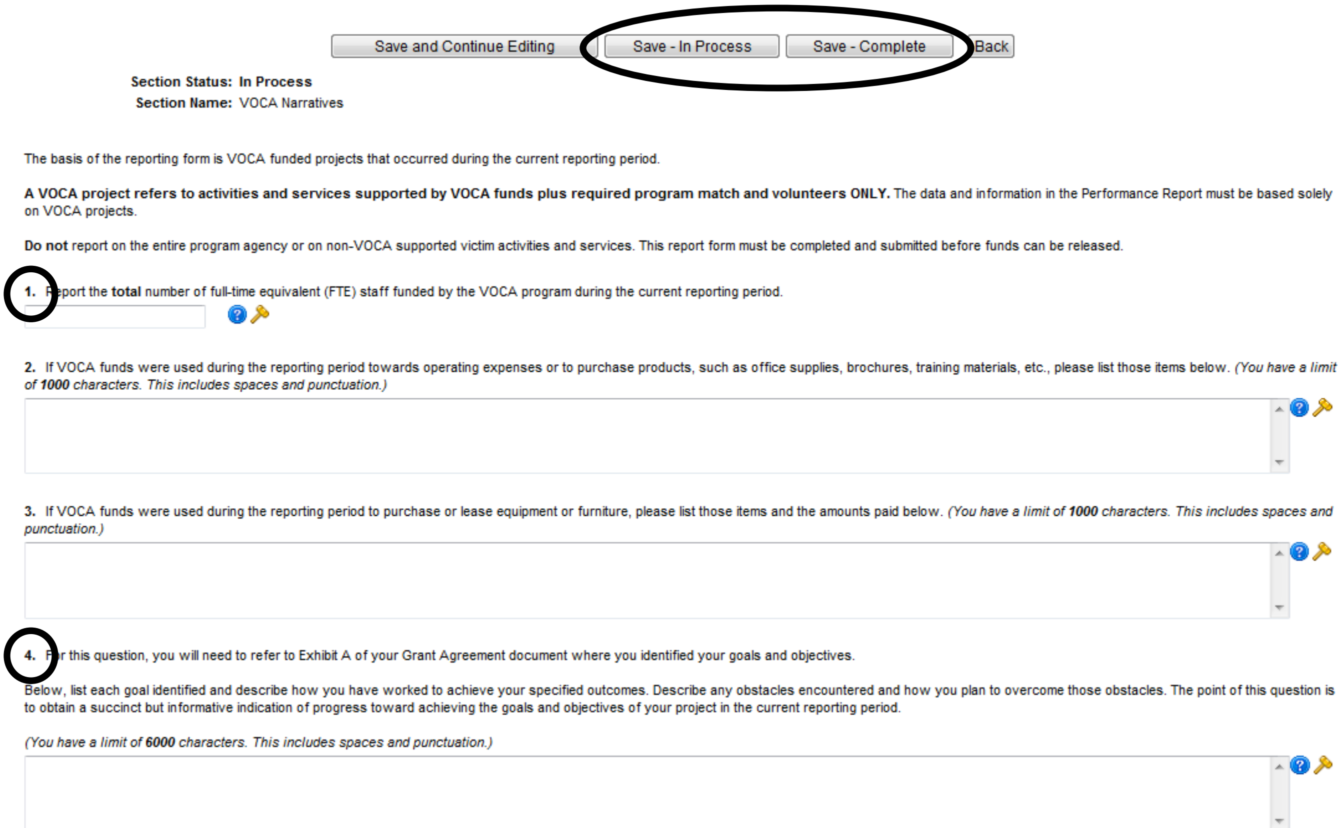
- After you click Performance Indicators from the Report Section list, you will access this screen:



- All you need to do is click the “Save-Complete” button. Once you click this button, you will be taken back to the Program Report main screen.

How to complete the VOCA Narratives Section:

- After you click VOCA Narratives from the Report Section list, you will access this screen:


Save and Continue Editing | Save - In Process | Save - Complete | Back

Section Status: **In Process**
Section Name: VOCA Narratives

The basis of the reporting form is VOCA funded projects that occurred during the current reporting period.

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Do not report on the entire program agency or on non-VOCA supported victim activities and services. This report form must be completed and submitted before funds can be released.

1. Report the **total** number of full-time equivalent (FTE) staff funded by the VOCA program during the current reporting period.

2. If VOCA funds were used during the reporting period towards operating expenses or to purchase products, such as office supplies, brochures, training materials, etc., please list those items below. *(You have a limit of **1000** characters. This includes spaces and punctuation.)*

3. If VOCA funds were used during the reporting period to purchase or lease equipment or furniture, please list those items and the amounts paid below. *(You have a limit of **1000** characters. This includes spaces and punctuation.)*

4. For this question, you will need to refer to Exhibit A of your Grant Agreement document where you identified your goals and objectives.

Below, list each goal identified and describe how you have worked to achieve your specified outcomes. Describe any obstacles encountered and how you plan to overcome those obstacles. The point of this question is to obtain a succinct but informative indication of progress toward achieving the goals and objectives of your project in the current reporting period.

*(You have a limit of **6000** characters. This includes spaces and punctuation.)*

- Questions 1 and 4 on this screen are **required**. You must have information entered into both fields before you can click the "Save-In Process" button or the "Save-Complete" button.

- Responses to questions 2 and 3 are only required if you have budgeted Federal or Match funds to be used in the Equipment or Operating Expenses budget categories.

- After you provided responses to the necessary questions, click the "Save-Complete" button. Once you click this button, you will be taken back to the Program Report main screen.

- **NOTES:**
  - A VOCA project refers to activities and services supported by VOCA funds plus required program match and volunteers ONLY. The data and information in the Performance Report must be based solely on VOCA projects.
  - **Do not** report on the entire program agency or on non-VOCA supported victim activities and services.

How to complete the VOCA Performance Measures Section:

- After you click VOCA Performance Measures from the Report Section list, you will access this screen:

1. Identify the number of referrals made to the following:

ID	Domestic Violence Shelter	Counseling/Crisis Center	Mental Health Facility	Hospital/Sexual Assault Center	Law Enforcement	Prosecutor

Add Row

2. Identify the number of protective orders/no contact orders filed.

3. Identify the number of safety plan developed.

4. Indicate the **percentage** of victims indicating satisfaction with funded services.

5. If you are a Domestic Violence Shelter/Program, answer questions 5.1 and 5.2.

    5.1. Indicate the **percent** of known victimizations.

    5.2. Indicate the **percent** of safety plans known to be used by victims.

6. If you are a Counseling/Crisis Center, answer questions 6.1 and 6.2.

    6.1. Indicate the **number** of counseling sessions supported by VOCA or match funds.

    6.2. Indicate the **average number** of counseling sessions received per victim.

7. If you are a Court Appointed Special Advocate (CASA) Program, answer question 7.1.

    7.1. Identify the **number** of CASA volunteers supervised by VOCA or match supported staff.

8. If you are a Hospital/Sexual Assault Centers, answer question 8.1.

    8.1. Indicate the **number** of on-call SANE hours supported by VOCA or match funds.

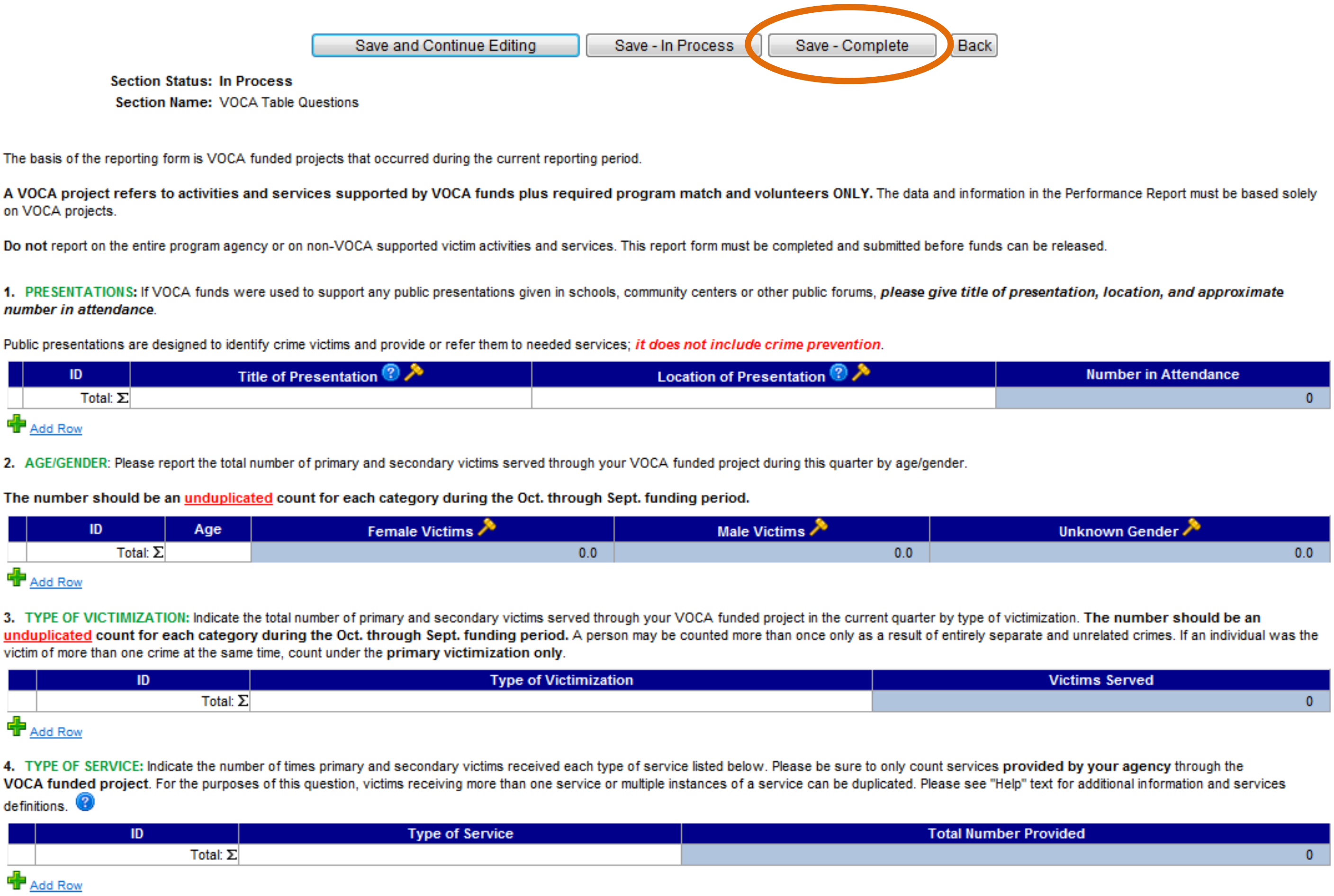
- All program types need to provide responses to questions 1-4.
    - To provide a response to question 1, click the Add Row button to enter the information.
- If you are a Domestic Violence Shelter/Program, answer questions 5.1 and 5.2.
- If you are a Counseling/Crisis Center, answer questions 6.1 and 6.2.
- If you are a Court Appointed Special Advocate (CASA) Program, answer question 7.1.
- If you are a Hospital/Sexual Assault Center, answer question 8.1.

Save and Continue Editing | Save - In Process | Save - Complete | Back

- As you work on this section, you can click “Save-In Process” at any time. After you have completed this section, click “Save-Complete”. Once you click this button, you will be taken back to the Program Report main screen.

How to complete the VOCA Table Questions Section:

- After you click VOCA Table Questions from the Report Section list, you will access this screen:



Save and Continue Editing | Save - In Process | Save - Complete | Back

Section Status: **In Process**
Section Name: VOCA Table Questions

The basis of the reporting form is VOCA funded projects that occurred during the current reporting period.

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1. PRESENTATIONS: If VOCA funds were used to support any public presentations given in schools, community centers or other public forums, ***please give title of presentation, location, and approximate number in attendance***.

Public presentations are designed to identify crime victims and provide or refer them to needed services; ***it does not include crime prevention***.

ID	Title of Presentation	Location of Presentation	Number in Attendance
Total: Σ			0

Add Row

2. AGE/GENDER: Please report the total number of primary and secondary victims served through your VOCA funded project during this quarter by age/gender.

The number should be an unduplicated count for each category during the Oct. through Sept. funding period.

ID	Age	Female Victims	Male Victims	Unknown Gender
Total: Σ		0.0	0.0	0.0

Add Row

3. TYPE OF VICTIMIZATION: Indicate the total number of primary and secondary victims served through your VOCA funded project in the current quarter by type of victimization. **The number should be an unduplicated count for each category during the Oct. through Sept. funding period.** A person may be counted more than once only as a result of entirely separate and unrelated crimes. If an individual was the victim of more than one crime at the same time, count under the **primary victimization only**.

ID	Type of Victimization	Victims Served
Total: Σ		0

Add Row

4. TYPE OF SERVICE: Indicate the number of times primary and secondary victims received each type of service listed below. Please be sure to only count services **provided by your agency** through the **VOCA funded project**. For the purposes of this question, victims receiving more than one service or multiple instances of a service can be duplicated. Please see "Help" text for additional information and services definitions.

ID	Type of Service	Total Number Provided
Total: Σ		0

Add Row

- Provide a response to question 1 if VOCA or match funds were used to support any public presentations. To add your response, click Add Row.

- For question 2, report the total number of primary and secondary victims served through the VOCA funded project during the reporting period. *Click Add Row to provide a response. This question will allow you to add up to 6 rows.*

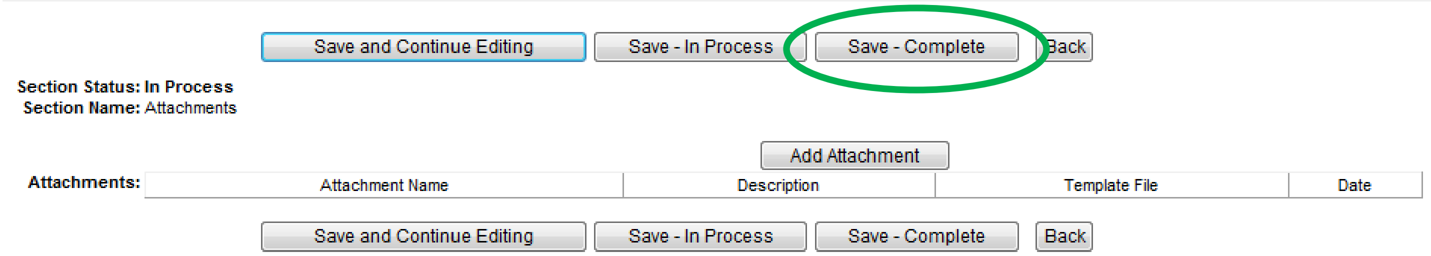
- For question 3, indicate the total number of primary and secondary victims served through your VOCA funded project. The number should be an unduplicated count for each category during the project period. A person may be counted more than once only as the result of being a victim of entirely separate and unrelated crimes. If an individual was the victim of more than one crime at the same time, count them under the primary victimization only. *Click Add Row to provide a response. This question will allow you to add up to 15 rows.*

- For question 4, indicate the number of times primary and secondary victims received each type of service. Be sure to only county serviced provided by your agency through the VOCA funded project. For the purpose of this question, victims receiving more than one service or multiple instances of a service can be duplicated. Please see the "Help" (Blue circle with a ? in it) text for additional information and services definitions. *Click Add Row to provide a response. This question will allow you to add up to 15 rows.*

- As you work on this section, you can click "Save-In Process" at any time. After you have completed this section, click "Save-Complete". Once you click this button, you will be taken back to the Program Report main screen.

How to complete the Attachments Section:

- After you click Attachments from the Report Section list, you will access this screen:

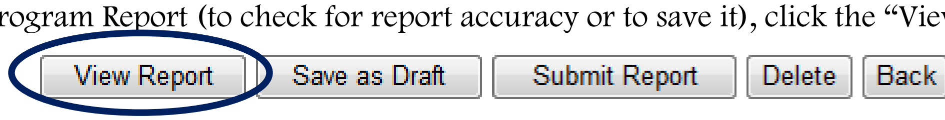


- You will use this section to attach and information you feel is necessary to help show what your VOCA funded project has done during the reporting period.

- As you work on this section, you can click "Save~In Process" at any time. After you have completed this section, click "Save~Complete". Once you click this button, you will be taken back to the Program Report main screen.

How to View the Program Report:

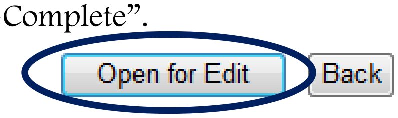
- To view the Program Report (to check for report accuracy or to save it), click the "View Report" button.



- You will then be asked if you wish to embed any uploaded attachments to the report. You can click yes or no to view the Program Report as a PDF.

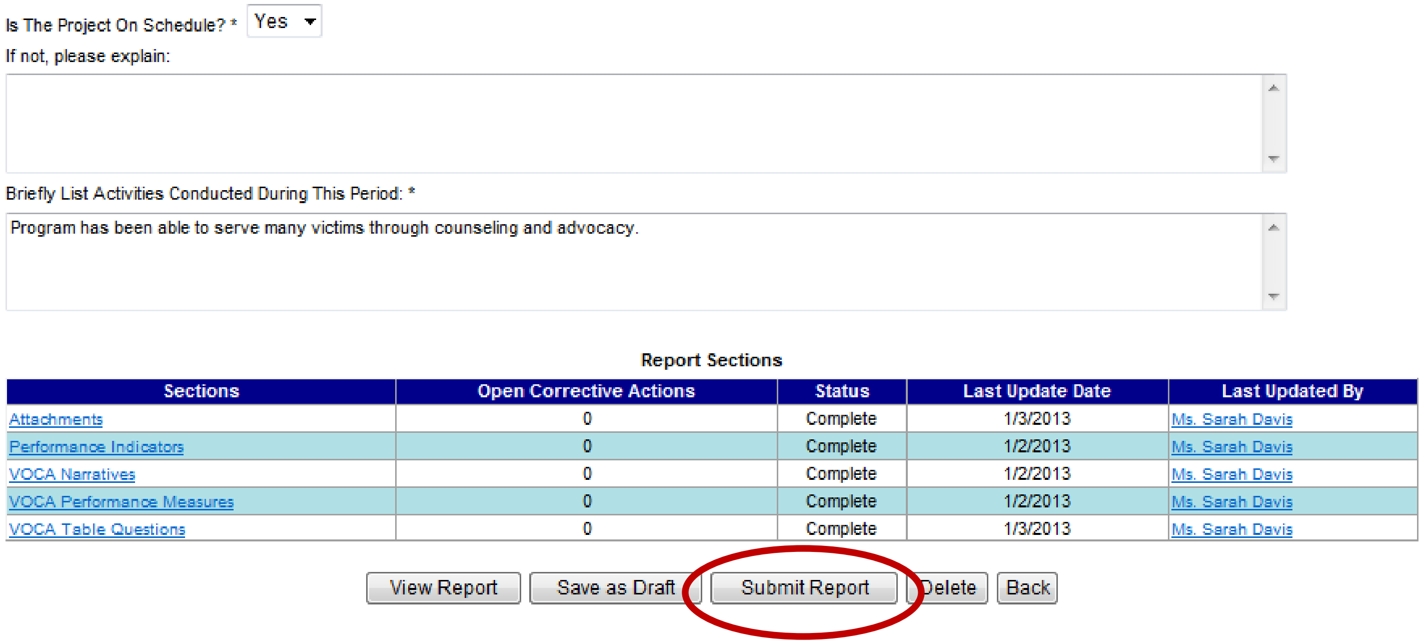
How to Edit/Correct a Section Before Submission:

- Prior to the submission of your Program Report, if you discover any correction(s) that need to be made, after clicking back into the section you need to make changes to and click "Open for Edit". Once you have made the corrections, click "Save~Complete".

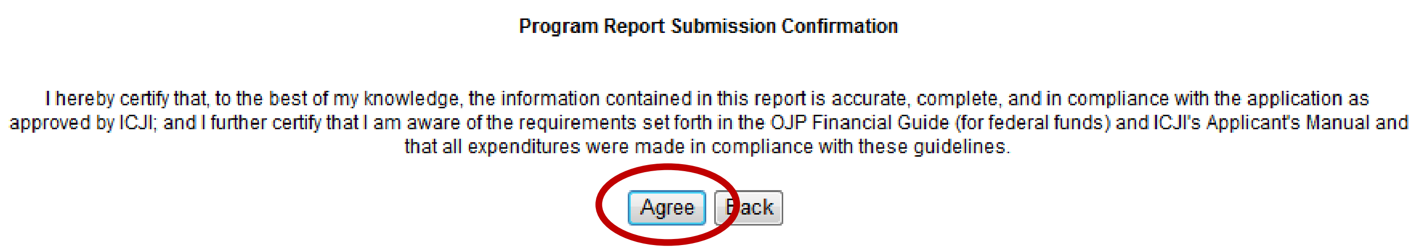


How to Submit the Program Report:

Once you have provided responses to the questions on the Program Report main screen, and you have completed each section, you are now ready to hit the “Submit Report” button.



After you click “Submit Report”, you will see this screen:



When this screen comes up, click “Agree” to submit the report.

Clicking “Agree” serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

What’s next?

- After you click “Submit Report” and “Agree”, you will be taken back to the Monitory Main Summary Screen. Here you will be able to see the Approval Status of the report.
- If for some reason your Program Manager finds something that needs to be corrected, the Program Report will be returned to you, and you will see “Return to Applicant” in the Approval Status column.
- The Approval Status column will read “Approved” once your Program Manager approves the report.